

VENDOR CHANGE eVA REGISTRATION TYPE SUBMISSION

From
State Entered Vendor

To
Self Registered Vendor

Overview

For agencies and vendors to take full advantage of eVA, State Entered Vendors can and should be encouraged to Self Register. Agencies will no longer incur the eVA fee on orders associated to Non-Self Registered Vendors. Vendors will be able to reap the full benefits of eVA as a Self Registered Vendor including loading catalogs, automated email or fax bidding notifications, online bidding, etc.

On-Line Change Registration Type from State Entered Vendor to Self Registered

This functionality allows vendors to submit requests to Change the Registration Type from a State Entered Vendor to a Self Registered Vendor. This functionality is accessed through the Vendor Self Service (VSS) module.

Review and Approval

All Change Registration Type submissions are reviewed by the eVA Vendor Support Team. The Team will follow the established process to review and approve/deny the submissions. The vendor will be notified by email of the status.

The Vendor will access thru the VSS application

The screenshot shows the 'Registration Requirements' page of the eVA Vendor Self Service portal. The header includes the eVA logo, 'VENDOR SELF SERVICE', and contact information. A navigation menu on the left lists various services. The main content area outlines the registration process, including a list of required information such as location details, tax ID, legal business name, and contact information. A 'Continue' button is at the bottom.

eVA VENDOR SELF SERVICE Contact Customer Care for Help 866-289-7367

Home | Solicitations & Awards | Sign In

Registration Requirements [help & advice](#)

Already registered? Click [here](#) to login. Otherwise, continue below.

Assemble the following information before continuing:

- Information on each location (first location entered will be considered the Headquarters)
 - Tax ID Number
 - Legal Business name that buyers will recognize
 - DUNS Number
 - A free number issued by Dun & Bradstreet for each business location
 - Go to <http://fedgov.dnb.com/webform> to obtain/verify your free number
 - Indicate that you are doing business with a Government entity
- Contact Information (name, address, email, phone and fax)
 - Registration Administrator (person responsible for your account)
 - Ordering
 - Solicitation
 - Invoice (Billing)
- Commodity Code
 - Codes describing your products and services
 - to pre-search go to Vendor Information Center

Questions? Click to access the [Vendor Information Center](#)

[Continue](#)

To prevent 'duplicate' registrations, when self registering, vendors will be asked to perform a search to determine if there is currently a registration in eVA. If a State Entered Vendor registration is returned in the search the vendor should select the option to 'Change Registration Type'.

The screenshot shows the 'Search for your company location' page. It includes a search bar for company names and a 'Search' button. Below the search bar, there are instructions and a 'New Registration' button. A table displays search results for 'Legit Business' in Richmond, showing it as a State-Entered vendor. A 'Change Registration Type' link is provided for this entry. Navigation buttons (First, Prev, Next, Last) are at the bottom.

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Search for your company location

Has your company done business with us in the past? If so, your company may already be in our database. Please use the search below. Enter partial or complete name to perform search.

Company Name: [Search](#)

Is your company listed ?

Yes, I found my Headquarters but not my Location → Click [Add Location](#) to create new Location for the existing Headquarters.

Yes, my Account is activated but I don't know the login → Call Customer Care @ 1-866-289-7367 for help.

No, Register Now → [New Registration](#)

Headquarter Standard Name	Location Name	HQ Account	Registration Type	
✓ Legit Business	Richmond	Yes	State-Entered	Change Registration Type Add Location

[First](#) [Prev](#) [Next](#) [Last](#)

To insure security, they will need the Tax Identification Number

The screenshot shows the 'eVA VENDOR SELF SERVICE' header with a contact number 866-289-7367. The left sidebar contains navigation links: Home, Solicitations & Awards, Bidding Opportunities, Marketing & Research, My Account, Notification Settings, Training, eVA Billing Portal, My Account Help, and Change My Password. Below these is a download link for the 'eVA 4 Business Mobile App'. The main content area is titled 'Verification Required' and includes a 'help & advice' link. It instructs users to enter their Tax ID Number and click Submit. A note specifies that Tax ID Numbers must be 9 digits with no dashes. Below this are input fields for Headquarters, Account Administrator (with a note to see contact info if unknown), Principal Contact, Email, and Phone.

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[Bidding Opportunities](#)
[Marketing & Research](#)
[My Account](#)
[Notification Settings](#)
[Training](#)
[eVA Billing Portal](#)
[My Account Help](#)
[Change My Password](#)

Verification Required [help & advice](#)

Please enter your Tax ID Number and click Submit. If you do not know the Tax ID Number, contact Customer Care or the Principal Contact listed below.

Tax ID Number: [Submit](#) [Return to Vendor Name Search](#)
Tax ID Numbers must be 9 digits, no dashes

Headquarters:

Account Administrator: If you don't know the Tax ID Number, see the contact information below.

Principal Contact:
Email:
Phone:

Download the eVA 4 Business Mobile App
[Get It](#)
iPhone, iPad, Android, Blackberry & More

They will enter specific user information

The screenshot shows the 'eVA VENDOR SELF SERVICE' header with a contact number 866-289-7367. The left sidebar contains navigation links: Home, Solicitations & Awards, Step 1: User Information (selected), User Information, Step 2: Location Information, and Step 3: Submit Registration. Below these is a download link for the 'eVA 4 Business Mobile App'. The main content area is titled 'Step 1: User Information' and includes a 'Next >' button. It instructs users to complete all required fields, marked with a red asterisk (*). The fields include First Name, Last Name, Email, Retype Email, Phone, Extension, Fax, Password, Retype Password, Security Question, Security Answer, and Retype Security Answer. A 'Bid Notifications' checkbox is also present. Below the form is a section for 'Additional Resources & Information' with links to the Vendor Information Center, DUNS Number, and Arriba Supplier Network.

eVA VENDOR SELF SERVICE Contact Customer Care for Help 866-289-7367

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[Step 1: User Information](#)
[User Information](#)
[Step 2: Location Information](#)
[Step 3: Submit Registration](#)

Step 1: User Information [Next >](#)

Please complete all required fields below denoted with a red asterisk (*). The system will generate your User ID. The Password field is case sensitive and should be alphanumeric.

User Information

*First Name: *Phone:
Format XXX-XXX-XXXX

*Last Name: Extension:

*Email: Fax:
Format XXX-XXX-XXXX

*Retype Email: *Password:

Bid Notifications: ☒ *Retype Password:

*Security Question: *Security Answer:

*Retype Security Answer: [Next >](#)

Additional Resources & Information:

- As you complete each step and move to the next step, the system will check for errors.
- If there are errors:
 - A highlighted error notification message will be displayed at the top of the page
 - Click the "Here" link in that notification to see the errors
 - You must correct the errors indicated before continuing to the next step. If you need help, leave the browser open and call eVA Customer Care at 1-866-289-7367
- [Vendor Information Center \(previously eVA Registration Guidelines\)](#)
- [Need a DUNS Number?](#) [link to D&B website](#) or call at 1-866-705-5711 saying that you are a state contractor.
- [Link to Arriba Supplier Network](#)

And Location Information

eVA[®] VENDOR SELF SERVICE

Contact Customer Care for Help 866-289-7367

[Home](#) | [Solicitations & Awards](#) | [Sign In](#) | [Register](#)


Step 1: User Information

Step 2: Location Information

General Information

Registration Level

Step 3: Submit Registration



Download the eVA 4 Business Mobile App

Get It

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Step 2: Location Information

< Back

Next >

▼General Information

Please verify the fields below and update if needed.

*DUNS Number : *Preferred Ordering Method :

9 digits (no dashes)

▼Registration Level

*Registration Level Code :

< Back

Next >

Additional Resources & Information:

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 - Click the "Here" link in that notification to see the errors
 - You must correct the errors indicated before continuing to the next step. If you need help, leave the browser open and call eVA Customer Care at 1-866-289-7367
- [Vendor Information Center \(previously eVA Registration Guidelines\)](#)
- Need a DUNS Number? [link to D&B website](#) or call at 1-866-705-5711 saying that you are a state contractor.
- [Link to Public Supplier Network](#)

Review and Submit the Registration

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[Home](#) | [Solicitations & Awards](#) | [Sign In](#)

Step 1: User Information

Step 2: Location Information

Step 3: Submit Registration



Download the eVA 4 Business Mobile App

Get It

iPhone, iPad, Android, Blackberry & More

Step 3: Verify & Submit Registration

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What's Next?:

- To change the information you entered, Click any of the Step links on the left or click the Back button.
- Print Registration ➡ [Print Friendly](#)
- Click the Submit Registration button below to complete your registration.

Submit Registration

Quit Registration

Step 1: User Information

▼User Information

First Name : Jane

Last Name : Doe

Email : none@none.com

Retype Email : none@none.com

Bid Notifications : Yes

Phone : 555-555-5555

Extension :

Fax :

Password : *****

Retype Password : *****

Security Question : What is your mother's maiden name?

Security Answer : *****

Retype Security Answer : *****

[Top](#)

Step 2: Location Information

▼General Information

DUNS Number : 213165498 Preferred Ordering Method : US Mail

▼Registration Level

Registration Level : Send bid notices

They will be given a User Name and advised they will receive an email when the registration change has been approved. They will also receive an Acknowledgement eMail.

The screenshot shows the eVA Vendor Self Service portal. The header includes the eVA logo, 'VENDOR SELF SERVICE', and a contact number. A navigation bar has links for Home, Solicitations & Awards, Sign In, and Register. A left sidebar contains a menu with options like Bidding Opportunities, Marketing & Research, My Account, Notification Settings, Training, eVA Billing Portal, My Account Help, and Change My Password. Below the menu is a download link for the eVA 4 Business Mobile App. The main content area displays a 'Thank You!' message with a 'help & advice' button. It congratulates the user on completing the registration change and provides the new user name 'jdoe8'. A 'You Should' section lists three steps: review the confirmation email, obtain an Ariba account, and login to review account features. Below this, there are sections for 'Who is CGI?', 'Need Help?', and 'Ariba Account', each with explanatory text and a 'Login' button. A final note states that an ARIBA account must be created if the user selected Electronic as their preferred Order Method.

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Thank You! [help & advice](#)

Congratulations, you have completed the registration change. You may now login to VSS using the User Name and Password you just created. You will receive an email when your registration change has been approved.

Your User Name is: jdoe8

You Should

- Review your confirmation email from eVA (NoReturn@dgs.virginia.gov)
- Obtain an Ariba account for electronic orders (see guidance below)
- Login to review Account Maintenance features

[Login](#)

Who is CGI?
CGI is the eVA e-procurement system provider for the Commonwealth.

Need Help?
Contact eVA Customer Care at 1-866-289-7367.

Ariba Account
The Ariba Supplier Network is the CGI business partner that processes eVA electronic orders (email or fax, CXML, or EDI). If you want orders electronically you will need an Ariba Account.

- For assistance in setting your Ariba account contact 1-866-289-7367.

NOTE: If you selected Electronic as your preferred Order Method, you must create an ARIBA account. Click on the ARIBA button above.

The registration will be reviewed by the eVA Vendor Support Team. If approved, the vendor will receive an 'Approval' eMail. If 'Denied,' the vendor will receive a Denial eMail stating the Denial reason.

For assistance, Vendors can contact:
eVA Customer Care: Phone 866-289-7367 or 804-371-2525
Email: eVACustomerCare@dgs.virginia.gov

Sample Vendor eMail-Change Registration Type Submissions

Acknowledgement eMail:

Jane Doe:

You have successfully submitted a request to change your eVA registration from 'State-Entered' to 'Self-Registered'. The eVA Vendor Support Team will review your information for approval or denial and you will be notified of the decision. If denied, you will be contacted to determine any next actions.

You should:

- Review the registration summary below
- Obtain an Ariba account for Electronic orders(see guidance below)
- Login to review Account maintenance features and verify:
 - o Your companies addresses(Physical, Ordering, Solicitation, Billing, and Payment)
 - o Set Commodity Codes(to receive bidding opportunities)
 - o Verify your service area(statewide or select local area)

Here are some details about your eVA account:

User ID (case sensitive)	: jdoe7
Buyers will know your company as	: Accounting Plus
Location Name	: Richmond
eVA Vendor ID	: VS000002103
Virginia Location ID(VLIN)	: VA00001035
Ordering Address	: 100 E. Broad Street , Richmond VA 12345
Solicitation Address	: 100 E. Broad Street , Richmond VA 12345
Billing Address	: 100 E. Broad Street , Richmond VA 12345
Payment Address	: 100 E. Broad Street , Richmond VA 12345
Physical Address	: 100 E. Broad Street , Richmond VA 12345
Ordering Contact	: John Doe, none@none.com , fax:555-555-5555,
phone:555-555-5555	
Solicitation Contact	: John Doe, none@none.com , fax:555-555-5555,
phone:555-555-5555	
Invoice (Billing) Contact	: John Doe, none@none.com , fax:555-555-5555,
phone:555-555-5555	

Preferred Order Method : US Mail
* Electronic requires an Ariba Account. See guidance below

Ariba Account:

The Ariba Supplier Network is the CGI business partner that processes eVA electronic orders (email or FAX, CXML or EDI). If you want orders electronically you will need an Ariba account.

- For details on setting up your Ariba Account please visit.
<http://www.eva.virginia.gov/CBT/pages/Get-electronic-eVA-orders-with-Ariba.htm>
- For assistance in setting up your Ariba account contact 1-866-289-7367.
- If you selected electronic as your preferred order method your eVA account will be changed to the paper option until you have established an Ariba account.

Please do not respond to this email as it is automatically generated. If you have questions regarding this notification please contact eVA Customer Care @ 1-866-289-7367 or evacustomer@dgsvirginia.gov.

Approval eMail:

-----Original Message-----

From: NoReturn@dgsvirginia.gov [mailto:NoReturn@dgsvirginia.gov]

Sent: Monday, December 03, 2012 10:03 AM

To: Beasley, Victoria (DGS)

Subject: ADVMAIL: Your request for an eVA Registration Type change has been Approved

John Smith,

Your request to change your eVA registration from 'State-Entered' to 'Self-Registered' has been approved.

You should:

- Review the registration summary below
- Obtain an Ariba account for Electronic orders (see guidance below)
- Login to review Account maintenance features and verify:
 - o Your companies addresses (Physical, Ordering, Solicitation, Billing, and Payment)
 - o Set Commodity Codes (to receive bidding opportunities)
 - o Verify your service area (statewide or select local area)

Here are some details about your eVA account:

User ID (case sensitive): jsmith1026

Buyers will know your location as: Design World

Location Name: Richmond Office

eVA Vendor ID: VS0000002106

Virginia Location ID (VLIN): VA00001040

Ordering Address: 7 W. Broad, Richmond, VA 12345

Solicitation Address: 7 W. Broad, Richmond, VA 12345

Billing Address: 7 W. Broad, Richmond, VA 12345

Payment Address: 7 W. Broad, Richmond, VA 12345

Physical Address: 7 W. Broad, Richmond, VA 12345

Ordering Contact: Jane Smith, victoria.beasley@dgsvirginia.gov, 555-555-5555, Fax: 555-555-5555

Solicitation Contact: Jane Smith, victoria.beasley@dgsvirginia.gov, 555-555-5555, Fax: 555-555-5555

Invoice (Billing) Contact: Jane Smith, victoria.beasley@dgsvirginia.gov, 555-555-5555, Fax: 555-555-5555

Preferred Order Method: US Mail

* Electronic requires an Ariba Account. See guidance below

Ariba Account:

The Ariba Supplier Network is the CGI business partner that processes eVA electronic orders (email or FAX, CXML or EDI). If you want orders electronically you will need an Ariba account.

- For details on setting up your Ariba Account please visit:

<http://www.eva.virginia.gov/CBT/pages/Get-electronic-eVA-orders-with-Ariba.htm>

- For assistance in setting up your Ariba account contact 1-866-289-7367.
- If you selected electronic as your preferred order method your eVA account will be changed to the paper option until you have established an Ariba account.

Please do not respond to this email as it is automatically generated. If you have questions regarding this notification please contact eVA Customer Care @ 1-866-289-7367 or evacustomer@dgsvirginia.gov.

Denial eMail:

-----Original Message-----

From: NoReturn@dgsvirginia.gov [mailto:NoReturn@dgsvirginia.gov]

Sent: Thursday, November 29, 2012 1:26 PM

To: Beasley, Victoria (DGS)

Subject: ADVMAIL: Your request for an eVA Registration Type change has been Denied

Jane Doe,

Your request to change your eVA registration from 'State-Entered' to 'Self-Registered' has been denied because Please submit a W-9.

Here are some details about your eVA account:

User ID (case sensitive):

Buyers will know your location as: Accounting Plus

Location Name: Richmond

eVA Vendor ID: VS0000002103

Virginia Location ID (VLIN): VA00001034

Ordering Address: 100 E. Broad Street, Richmond, VA 12345

Solicitation Address: 100 E. Broad Street, Richmond, VA 12345

Billing Address: 100 E. Broad Street, Richmond, VA 12345

Payment Address: 100 E. Broad Street, Richmond, VA 12345

Physical Address: 100 E. Broad Street, Richmond, VA 12345

Ordering Contact: John Doe, none@none.com, 555-555-5555, Fax: 555-555-5555

Solicitation Contact: John Doe, none@none.com, 555-555-5555, Fax: 555-555-5555

Invoice (Billing) Contact: John Doe, none@none.com, 555-555-5555, Fax: 555-555-5555

Preferred Order Method: US Mail

Please do not respond to this email as it is automatically generated. If you have questions regarding this notification please contact eVA Customer Care @ 1-866-289-7367 or evacustomer@dgsvirginia.gov.